



General Information for Exhibitors

1. Venue: Exhibits for MACC will be set up in an Exhibition Hall behind Electronic Warfare Training Group Atlantic Expeditionary Warfare Demonstrator and across the street from Rockwell Hall, Naval Amphibious Base Little Creek, Norfolk VA, dimensions 100 ft by 196 ft. Again this year the exhibit hall is separate from the presentation rooms and will be air-conditioned. The conference is intended as an informal exchange between developers, operators, and vendors of marine military products, with opportunities for boat rides and outdoor demos - please dress accordingly.

Registration for exhibitors for MACC 2003 is \$1,200.00. This fee continues to defray the rental cost of a hurricane-proof structure to be erected adjacent to the Conference Center. The close proximity of the exhibition area to the presentation has proven beneficial in previous years. We wish to continue this at MACC 2003. Registration forms can be found on our web site at www.boats.dt.navy.mil/macc

2. Exhibit space:

- ❑ Approximately 110, 10'x10' spaces are available and will be assigned by the MACC staff as equitably as possible. Exhibitors are asked to occupy the space they are assigned.
- ❑ There will be pole and partitions, 8' high for the back wall, and 3' high separating each space. Each space will be labeled with booth # and affiliation for move-in only. Exhibitors are expected to provide their own signage. Electricity (110/120 VAC) will be provided to the rear of each exhibit booth as requested on the vendor registration form. It is the responsibility of each vendor to provide extension cords to their displays. Tables and chairs are available if so indicated on the registration form.
- ❑ This year the exhibit hall will remain open the entire day (except during morning key note speaker) for conference attendees to visit and interact with vendors. We do invite you to consider maximum attendance at the seminars as it is intended that all conference attendees will find presentations of interest to them. Please keep your booth area clean, and ensure the booth is clean when you leave at the end of the conference.
- ❑ Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Literature, samples, or other promotional materials may only be handed out within the confines of the exhibitor's booth space.
- ❑ If you require manual or mechanical assistance in moving or setting up the contents of your booth, please let us know at time of registration. This will provide us the opportunity to arrange for any special equipment and/or labor.
- ❑ Drayage handling will continue through Exhibits, Inc. Exhibits, Inc has proven performance as a reliable carrier both to and from the show site. Forms will be available for downloading on our web site, or e-mailed/faxed upon request.
- ❑ If outgoing FedEx shipments are required after the show, please let us know. One pick-up can be arranged for all vendors.

3. Conference Schedule

- ❑ Exhibitor move-in will occur on Monday, 16 June 2003 beginning at 0900. All exhibits must be set-up by 1800 that day. The Exhibit Hall will be secured at that time until 0700 on 17 June 2003. Please do not park by the exhibition tent. This area is needed for maintenance access or static displays.

- ❑ The Exhibit Hall will be open as follows during the MACC:

	For Exhibitors	For all Attendees
16 June 02	0900 to 1800	
17 June 02	0700 to 1800	0730 to 1730
18 June 02	0700 to 1800	0800 to 1730
19 June 02	0700 to 1800	0800 to 1600
20 June 02	0700 to 1200	

No exhibitors or attendees will be allowed into the Hall outside of these hours.

Move-out will begin at 1400 on Thursday, 19 June 03 and must be completed by 1200 on Friday, 20 June 03. We would appreciate no moving-out before the conference ends.

4. General

- ❑ All information provided in this package will be available on the MACC website at <http://www.boats.dt.navy.mil/MACC/>. Please check the website often for changes to the exhibitor's package and other updates. Also, a list of exhibitors and their booth assignments will be posted.
- ❑ **Exhibitors:** please check-in and register on Monday, 16 June 2003, before you begin set-up.
- ❑ Please read the Terms and Conditions included in this package or on our web site. Registration and payment of fees implies consent to these terms.
- ❑ Additional registration forms for your employees can be found on our web site.
- ❑ For further information regarding booths and static displays, please contact Larry Sticklen at phone: (757) 686-7353 or email: SticklenLL@nswccd.navy.mil.